

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Tuesday 22nd June 2021.

Present:

Nigel Frankland
Alison Wakeham
Angela Belgrove
Keith Cowley
John Mallows
Christine Stevens
Mike Warwick

Chair
Vice-Chair/Responsible Finance Officer

Ann Baker

Clerk to the Council

Members of the public:

Co. Cllr. B. Duffin, Dist. Cllr. J. Easter, 2 residents

24. Apologies for Absence - none

25. Declarations of Interest regarding agenda items - none

Dispensation for ditches/waterways

26. Adjournment of the meeting for Public participation, County and District Councillors reports:
none

Co. Cllr. B. Duffin - the Norwich Distribution Route has been approved by the Cabinet and a developer will be confirmed in the near future. Co. Cllr. Duffin will be meeting with the Chair and Councillors in the near future to look at the various issues within the villages.

Dist. Cllr. Easter - commented on the good progress of the re-development of the Playing Field. The Community Action Fund will meet and consider the bid submitted in early July; he reminded all of the SN Clusters consultation throughout August, requesting comments on the sites to himself and Co. Cllr. Duffin. A roadshow will tour the area, details to follow; Floods - NCC have launched a fund to assist with flooding, details can be found on the NCC website; a flier has now been distributed to all homeowners, highlighting all issues that could be addressed – particularly ditches. A question was asked regarding the maintenance of ditches and maintaining banks – was any funding available - persistence may be required secure to any help; Dist. Cllr. Easter appreciated the circular information received regularly and anonymously.

Cllr. N. Frankland that them for their attendance

The meeting resumed at 7. 40pm

27. Approval of the minutes from the Virtual Annual Parish Council Meeting held on the 4th May 2021 - the minutes were adopted as a true and accurate record. It was resolved to approve the minutes, proposed Cllr. M. Warwick, seconded Cllr. K. Cowley, all agreed

28. Matters Arising from the minutes not on the agenda:

28.1 (min. 11.1) - Removal of hedge at Dunroamin - on-going with SNC, it was noted that a digger had been working on the site;

28.2 (min. 18) - Litter pick – this had been a great success, 24 attended, all areas within 30mph limit were covered on the day, other areas were covered by Cllrs. - there was not as much litter as usual, there were a number of tyres, it was collected by SNC soon after the event.

28.3 (min. 20) - Defibrillator - this has been successfully installed in Shimpling, it is registered with the Ambulance Health Trust; the links to a training session circulated and a course will be held when permitted.

29. **Correspondence as received by members of the Council** - sheet attached

30. **Finance** -

30.1. - **Approval of payments and receipts report as distributed at the meeting:**

Schedule of Payments:

BACs/Cheques	Payments to:	Payments for May/June '21
P 68 D/D	Information Commissioner's	Data Protection fees
P 69	Community Heartbeat Trust	Installation/electrician fee
P 70	H. Drake	Caretaker's invoice - May
P 71	A. Baker	Clerk's Salary + Clarkes of Walsham - May
P 72	A. Page	Grass maintenance - May
P 73	Birkett's Solicitors	Professional fees for Playing Field
P 74	A. Barnes	Internal Audit fees
P 75	A. Wakeham	Website Hosting fees – 1 st quarter
	Receipts to date	
R 15	SNC	Litter Pick

Payments: It was resolved to approve the payments and receipt schedule, proposed Cllr. A. Wakeham, seconded Cllr. A. Belgrove, all agreed verbally.

30.2 - **Approval of statement of accounts report as distributed at the meeting:** the monthly statement had been circulated in draft, money was received from SNC, but no payments out – this will be presented at the next meeting

30.3 - **Approval of the Internal Audit report** and action the points raised: a few points were pointed out - the Clerk's contract of employment requires adjustment, there were minor discrepancies in PAYE – which will be adjusted; the policies should be accessible individually; the website set-up by Vice Chair - it was agreed that there was excellent communication between the Clerk and Cllr. A. Wakeham. It was resolved to approve the report, the issues will be addressed in due course, proposed Cllr. M. Warwick, seconded Cllr. C. Stephens, all agreed

30.4 - **Approval of the Annual Governance statement 2020/21, Part 3, Section 2** - the form was duly signed and approved – proposed Cllr. A. Belgrove, seconded Cllr. K. Cowley, all agreed.

30.5 - **Accounting Statements** - the form was duly signed by the Chair. It was resolved to approve, proposed Cllr. C. Stephens, seconded Cllr. A. Belgrove, all in agreement

30.5 - **Approval of the Explanation of Variances** - this explains why there are differences between last year and this year's budget - much of it is mainly a result of the grant funding for Path and Woodland project – it was resolved to approve, proposed Cllr. A. Belgrove, seconded Cllr. J. Mallows, all agreed.

30.6 - **Approval of the list of Regular Payments**, not separately approved for the year 2021/22 – proposed Cllr. M. Warwick, seconded Cllr. K. Cowley, all in agreement.

30.7 - **Receipt of the Asset List** and the actions required - flag and flag pole had been added, actions required –minor repairs - painting, cleaning, jet washing of the bus shelter been sent to a local company - as yet there had been no response - various options will be explored. Thanks to Cllr. A. Wakeham and Cllr. K. Cowley for walking and checking assets.

30.8 - **Approval of the CIL report and to note the S137 allowance** from April 2021 - the CIL report will be sent to SNC; The appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector. This is the amount calculated as a result of increasing the amount of £8.32 for 2020-2021 by the percentage increase in the retail index between September 2019 and September 2020, in

accordance with Schedule 12B to the 1972 Act. Approval was proposed Cllr. C. Stephens, seconded Cllr. A. Wakeham, all agreed.

30.9 - **Approval of 'Strategies to identify and recruit new local councillors'** - a training course for recruiting volunteers to assist with events in area, Cllr. N. Frankland was attending - proposed Cllr. A. Wakeham, seconded Cllr. M. Warwick, all in agreement.

31. Planning Applications – to consider planning applications received for consultation which have been received prior to the meeting & which members have been previously advised:

31.1 - **Planning Application 2021/0496 - Far End, Common Road, Burston** - replacement windows and doors, additional roof-lights and external insulation - response sent approving application 18th June

31.2 - **Planning Application 2021/1221 - Red House, 1 Mill Road, Burston** - 26 Solar PV Panels ground mount Array installation - listed building - these will not be visible from the street view and the meadow is not within the Conservation Area. It was resolved to recommend that SN Management approve the application, proposed Cllr. K. Cowley, seconded Cllr. A. Belgrove, all agreed.

31.3 - **Consultees reports of Planning Decisions made by SNC:**

Planning Application 2021/0833 and 2021/0903 - Low Farm, Pug Street, Shimpling – variation of Condition 2 - Approved with Conditions 8th June 2021

32. Highways & Footpaths

32.1 - **Highways** - there are on-going conversations with NCC Highways engineers, Adam Mayo is not in post as yet - Mill Rd. has improved, there are still residual problem with a resident's ditch not draining away properly at yet; the potholes in the villages are in reasonable state and being attended too; BOAT – again there is an on-going dialogue with NCC - the papers being prepared for public consultation

32.2 - A short report on the situation on Audley End situations - on-going working with Anglian Water, the water leaking is not potable – no chlorine, thus the water is not leaking from their pipes, nor is it sewer water, it may have to do with changed ground water flow paths - this has been raised with Highways - all information has been sent to them; Gissing Rd. is similar – a French drain may solve both issues.

32.3 - **SAMs sign** on Station Road when it returns

32.3 - **PROW** - Cllr. C. Stephens is passing this responsibility to Anita Hughes, who will contact Sir Rupert to mow various edges and footpaths that are overgrown; Cllr. A. Wakeham will set Anita up with an email address, along with a link for her to access Parish Online – at some point it will be useful to share a session of how to use this facility although the tutorials are good; details of landowners - Cllr. C. Stephens will send details. Cllr. K. Cowley raised the unsafe footbridge in the wooded area in Shimpling south of Dickleburgh Rd., he will send a map ref. in order that Anita can log the issue with NCC

NF

CS/
AH/
KC

33. Playing Field - report circulated from K.C.Benches of costs – additional 2 required, two without arms, one with arms; the fitness equipment is due to be installed at end of month and similarly the benches and picnic bench; the plaque will be removed from the bench on Gissing Road and it will be attached to the new bench in due course. It was approved that 5 benches be ordered – three for the Playing Field and two for elsewhere in the village;

Painting of play area equipment – there is still an issue with finding suitable paint - further information has been requested and will be forwarded to the three decorators.

33.1 - White line request from the School - Cllr. K. Cowley will mark up a map and send it to Cllr. N. Frankland for use by the School

33.2 - Overhanging tree on the Playing Field/Audley Close properties - this is an on-going issue, Clerk to request for to be cleared, offering access to the Playing Field

33.3 - Bench on the Playing Field near to Audley Close entrance and a fallen tree - this will be replaced

33.4 - Access keys to the Playing Field - **July agenda item**

33.5 - Progress report on the Path & Woodlands project, including 'A Million Trees for Norfolk' and the Queen's Canopy - **July agenda item**

33.6 - Overnight parking on car park – concerns were expressed about this – it is possibly a vehicle from Gissing Road, when the layby full - an area will be required for materials when the Path & Woodlands project begins, it was agreed that a fenced area nearer to the time will be arranged.

KC

Clerk

34. Waterways & Ditches Report - Cllr. M. Warwick circulated a report to all - currently a report from Anglian Water is expected about the pump house they installed on Mill Road.

34.1 - A quote has been received from BHA for a ditches survey - an expert report is required to activate any works by NCC/IDB/riparian owners/Norfolk Strategic Flood Alliance etc. - the cost of such a report would be in the region of £1,300.00 - the matter was discussed - an approach to Co. Cllr. B. Duffin or the NSFA for assistance was suggested - group has a six year plan, there will be no money available until next year; retention of water could be considered; it appears that only small remedial work will happen during this year; information for parishioners which indicates small works can be carried out; research student might be another path to explore; discussion ensued - including discussion about the dog-leg on Diss Road, near Market Lane; short term solutions & longer term solutions, consider an extraordinary meeting, an appeal to residents.

NF/
MW/
KC

35. Diss and District Neighbourhood Plan - Cllr. A. Wakeham reported that the DDNP Reg. 14 consultation will be launched shortly, this might confuse residents as there are two other plans requesting consultation at present - it was stressed the importance of this is that it is the local plan - paper copy will be made available, important to comment & complete a form to ensure appropriate housing is provided for young families along with green spaces; the SNC Housing Allocation Clusters consultation has reduced the number of houses in villages to 25 for all those with a School

AW

36. Arrangements and Presentation of the Don Swanton Award - Cllr. A. Belgrove reported that the trophy is waiting to be engraved for 3rd July. The award will take place on Church Green, on Sat. 3rd July, at 11.00am Suzi and her family will be invited, Cllr. N. Frankland will approach the local press to attend, Cllr. A. Belgrove will supply a short piece for the website and confirm arrangements by email.

NF/
AB

37. The Queen's Platinum Jubilee weekend 2nd June 2022 - 4 day bank holiday - bbq, treasure hunt, - requires a committee - Agenda item for July

38. Receipt of the following papers received:

38.1 - NCC - Norwich Western Link project update

38.2 - SNC Local Plan Village Clusters Housing Allocation Reg. 18 consultation, 7th June - 2nd August

38.3 - SNC/Broadland - the launch of the new joint website

38.4 - DDNP - Reg. 14 Consultation

39. The date and place for the next Meeting - 20th July, 7.30pm at St. Mary's Church, Burston, the Strike School of The Space, or should the Council authorise the Clerk to make decisions, various duties following on-line discussion???

Agenda items:

The Chair thanked everyone for the contributions and attendance.

The meeting closed at 9.42pm

APPENDIX I – MINUTE 29

Schedule of Correspondence – not on the agenda

Email Correspondence

	Subject	From	Contents	Action
1.	Weekly Planning lists:	SNC	Decisions & new planning applications	Fwd to All
2.	Weekly Digest	Rural Services Network	Weekly news around the country	Fwd. to All
3.	Weekly News	Community Action Norfolk	Weekly updates from CAN	Fwd to All
4.	NP Meeting	Diss Town Council	Agenda, minutes etc. for meeting	Fwd. AW
5.	Crime/Speedwatch	Police	Monthly review	Fwd. to All
6.	Newsletter	Parish Online	Bi-monthly updates	Fwd. to All
7.	Wellbeing	NALC	Weekly updates	Fwd. to All
8.	Tree on Audley Close	Various		Circulated to all
9.	Flooding Issues	Various		Circulated to all
10.	Defibrillator	CHT/NF	Installation details	Circulated to all (24/5)
11.	BHA Quote for water course survey	BHA/KC	Quote for survey	Circulated (2/6)
12.	Norwich Western link road	NCC	Progress update	Circulated (2/6)
13.	Litter pick risk assessments	AB	Information	Circulated (2/6)
14.	Email etiquette	NALC Wellbeing	Information session	Circulated (5/6)
15.	Gravel quote	KC/Cemex	Quote for f' path	Circulated (6/6)
16.	Creating a wildflower meadow	NWT/KC	Training session	Circulated (6/6)
17.	A Million Trees/Queens Green Canopy	NF/KC	Free trees	Circulated (7/6)
18.	SNC/Broadland	SNC	New joint website	Circulated (7/6)
19.	New floodline details	NNC	Details of new links	Circulated to All (10/6)
20.	Power lines access	UK Power Networks	Trimming trees	Circulated to NF/AW (11/6)
21.	Burston House Liaison	A.W/Burston House Hosp.	Liaison meeting	
22.	Strike School access/rally	NF/Miles Hubbard	Visit & rally	Circulated 18/6
23.	Shimpling BOAT	NF/NCC M. Caplin	Progress on BOAT	Circulated 18/6

Postal Correspondence –

	Subject	From	Contents	Action
24.	Bank Statements	Lloyds	statements	Filed by Clerk
25.	Website	SNC/Broadland	New website for the two Dist. Councils	Circulated 8/6
26.				